Institutional Effectiveness, Planning, and Research (IEPR) Monthly Update
For the Period of October 1 – October 31, 2014

I.   INSTITUTIONAL EFFECTIVENESS, PLANNING, AND RESEARCH (IEPR)

IEPR staff members serve as Assessment Coaches to each unit and subunit of the college who prepare an annual Operational Plan and an annual Assessment Plan. During the month of October, the Assessment Coaches conducted one-on-one sessions with their units/subunit leaders to review the 2013-14 Assessment Plan Feedback Report and the unit/subunit's 2013-14 Assessment Plan Impact Report section, review/revise Operational Plan, discuss the new Assessment Plan Strategic Roadmap, and provide assistance with writing 3-5 assessment item outcomes for the 2014-15 academic year. In early November, IEPR staff will meet to review each unit/subunit's assessment items and help each other identify improvements for the intended outcomes.

On October 16, HCTC hosted the Fall 2014 meeting of the KCTCS IR/IE Peer Team at the Hazard Campus. Members from all 16 colleges attended the meeting either in person or on Lync. HCTC's IR Coordinator Lois Puffer serves as this year's Peer Team Chair. The KCTCS System Office discussed changes to the IE/IR Peer Team structure during the meeting on October 16. Moving forward, there will be only one college representative from each of the 16 community and technical colleges will serve on the IR/IE Peer Team in addition to selected System Office personnel. The Director of IEPR will serve as the HCTC representative on the newly restructured IE/IR Peer Team.

Institutional Effectiveness Committee

The Institutional Effectiveness Committee next met on October 17. Members were given an advising update and presenters helped members better understand how units/subunits prepare their annual Operational Plan and Assessment Plan and utilize the Assessment Plan Strategic Roadmap to plan out how to assess unit goals over the Strategic Plan cycle. In the November meeting, a presenter will help members better understand the Annual Assessment Plan Impact Report.

CCSSE Committee

The Director of IEPR attended the CCSSE Committee meeting on October 31. The IR Coordinator and IR Data Research Assistant developed and provided an overview of the CCSSE-CCFSSE Gap Calculations Report to the CCSSE Committee. The CCSSE-CCFSSE Gap Calculations Report provides a comparative analysis of the last three CCSSE-CCFSSE administrations conducted in 2010, 2012, and 2014 and identifies if the CCSSE-CCFSSE gaps over the last three administrations have increased, decreased, or remained the same. The CCSSE Committee will review the CCSSE-CCFSSE Gap Calculations Report, select gaps for Academics Services and Student Services, and disseminate the selected gaps to the Divisions and Program Coordinators to be incorporated with the program reviews.

Campus Environment Team (CET)

The IEPR Director held a Campus Environment Team (CET) knowledge transfer and transition meeting with the new CET Chair, Mindy Collins, on October 7. During the meeting, the IEPR Director transitioned all CET responsibilities and documents to the new CET Chair. The Director of IEPR reviewed and discussed with the new CET Chair the CET Committee charge, scope, and membership, last year's CET recommendations that were submitted to the HCTC President, the recommendations template, and the recommendations tracking sheet. The Director of IEPR also gave the new CET Chair a binder that contained CET activities/agendas and Martin Luther King, Jr. Community Breakfast activities/programs that were conducted previously for reference.

In addition, the Director of IEPR provided the CET Chair with a list of diversity students that participated on last year's CET, showed the new CET Chair the HCTC Diversity Dashboard, and discussed the process utilized last year to advertise CET meetings HCTC-wide. The Director of IEPR also reviewed and discussed the Campus Climate Survey that is administered during the spring semester. The CET Committee Annual Report was also reviewed and discussed that this requirement is due to the Institutional Research Coordinator at the end of May. Last, the Director of IEPR reviewed the 2012-2013 Diversity Plan Assessment Report, discussed the Campus Environment Team reporting requirements that are covered annually in the HCTC Diversity Plan Assessment Report that is submitted to the Council on Postsecondary Education, and reiterated the importance of having student participation on the CET, developing and submitting recommendations to the HCTC President to improve the campus climate, administering the Campus Climate Survey, and advertising CET meetings HCTC-wide. Post meeting, all discussed documentation was emailed to the new CET Chair.

Student Services Leadership and Student Services Council

The Director of IEPR attended a Student Services Council meeting on October 7 and a Student Services Leadership meeting on October 21. Relevant Student Services updates were shared with the IEPR unit team members.

Assessment Plans and Operational Plans

The Director of IEPR met with the Institutional Research (IR) Coordinator on October 9 to review and discuss the IEPR Operational Plan and Assessment Plan. The Director of IEPR updated the IEPR Operational Plan and Assessment Plan based on the IR Coordinator's feedback. The Director of IEPR met with the Dean of Retention Services on

II. GRANTS

Assessment and Operational Plans

The grant writer met with M&O Director, SAFE Director, Allied Health Program Coordinator, Dean of Distance Learning, Institutional Research Coordinator, and Dean of Student Life to provide guidance on the development of their assessment and operational plans.

The grant writer assisted the IEPR director in conducting the assessment and operational plans training on the October 31st professional development day.

The grant writer began updating assessment plan strategic roadmaps as assigned.

The grant writer finalized uploading documents needed by the IEPR team for assessment coaching sessions.

IEPR Pulse
The grant writer met with DPC to develop the template for the IEPR newsletter "Pulse".
The grant writer began collecting information to be included in the IEPR Pulse.

KCTCS IE/IR Peer Team Meeting

The grant writer, with the IEPR team, conducted a "walk-thru" for the scheduled KCTCS IE/IR Peer Team Meeting, specifically testing the LYNC conference call system remotely.

IEPR Team Meeting

The grant writer participated in the IEPR monthly meeting by taking minutes.

QEP

The grant writer has been asked to serve on the QEP Development Team and attended a meeting on October 24, 2014.

ARC Meetings

The grant writer coordinated a visit of the Federal Executive Director of the Appalachian Regional Commission, Scott Hamilton, Commissioner Tony Wilder, Peggy Satterly, and Lynn Littrell to the college to see completed ARC projects including the Challenger Center, the new training center/auditorium and the KSBTM recording studio.

Additionally, the grant writer has coordinated a visit in November for HCTC to travel to Frankfort to meet with Tony Wilder, Peggy Satterly and Lynn Littrell to discuss potential ARC projects for this fiscal year.

Orientation Planning Workgroup

The grant writer served on the Orientation planning workgroup and the group met several times in October. The grant writer was responsible for coordinating the facilities set up for the upcoming orientations on the Hazard, Lees and Technical Campus through the facilities contacts at each campus.

The grant writer contacted West Kentucky Community and Technical College to interview their admissions director on how they conduct their orientations. The results and sample documents were shared with the workgroup.

Grant Applications

Walmart Foundation
$1,000
Due November 21, 2014

The grant writer met with Assistant to the President and the Student Ambassadors to develop a grant proposal to seek funding to provide needy students with food boxes for the Thanksgiving holiday in 2015. Proposal will be finalized and submitted in November.

Stanley Security
$100,000
Due February 12, 1015

The Grant writer met with SAFE Director to discuss the process of submitting a proposal for security equipment. This grant is a "voting challenge" and would involve the participation of the marketing team. The grant writer is awaiting a decision from Stu as to whether the college will pursue this opportunity.

Legacy's Smoke-Free and Tobacco-Free community College Grant Initiative
$5,000
Due November 15, 2014

The grant writer began working with the Human Resource Director on this funding opportunity to provide the college with funds necessary to help the college become tobacco free by fall 2015.

Department of Education's Student Support Services Grant

The grant writer is working with the Student Support Services Director to provide demographics, research and pertinent articles which will assist in the development of this proposal. The release of the proposal has been delayed but is expected to be due sometime in February 2015. The grant writer created a folder on the Sharepoint and has been placing articles, demographic information, and other data there as it becomes available.

Grant Research

The grant writer forwarded the NSF Astronomy and Astrophysics Research Grants funding opportunity to Jeremy Wood for consideration. No response was received.

The grant writer forwarded the Furthermore Grants in Publishing, a program of the J. M. Kaplan Fund to Scott Lucero for a possible funding source for Kudzu. He forwarded it to Chestina Turner who did not feel that it was a good fit.

The grant writer met with Dr. Paul Currie who asked for funding opportunities for a Physician's Assistant program in partnership with University of Kentucky. The grant writer provided him with two Health and Human Services, HRSA grant possibilities, Expansion of Physician Assistant Training (EPAT) and Physician Assistant Training in Primary Care. The grant writer has not received a response.

The grant writer forwarded the NSF Cyberlearning and Future Learning Technologies (Cyberlearning) grant to Dr. Ella Strong and Carolyn Bush for consideration. The grant writer has not received a response.

The grant writer met with the M & O director to discuss a possible funding opportunity for Automatic External Defibrillators (AED) through AEDgrant.com. The director asked the grant writer to research this program. From research conducted, it appears that this is a discount program to purchase AEDs. The grant writer relayed the information to the M & O director.

III. INSTITUTIONAL RESEARCH (IR)

Enrollment Update
Enrollment for the Fall 2014 term began on March 1, 2014. At the Fall 2014 Census Date of October 31, 3,466 students were enrolled in 28,252 credit hours compared to 3,791 students enrolled in 31,637 credit hours on October 31, 2013 (Census Date). Student Services set the headcount target for Fall 2014 at 3,395 students; we surpassed that target by 71 students.

Enrollment for the Spring 2015 term began on October 1, 2014. By October 31, 1,020 students were enrolled in 12,557 credit hours compared to 1,126 students enrolled in 13,244 credit hours on October 31, 2013 for the Spring 2014 term. When comparing the two spring terms, we are currently down 106 students and 687 credit hours. Student Services has not yet set the headcount target for Spring 2015.

Retention Effort

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We will begin our Fall 2014 to Spring 2015 Retention Effort on November 3, 2014 with the first report. Other reports will follow on December 1 and January 5 with a final report after the last day to add 16wks January 20, 2015.

Data Requests
Each month the IR Office processes *ad hoc* data requests for various college departments and tracks the number in a spreadsheet. The IR Office processed 20 *ad hoc* data requests in October 2014 compared to 12 requests for October 2013.

Surveys

The following surveys were completed and the summary reports were provided to survey owners.
- Admissions HCTC Regional KY ACAC College Fair 2014

The following surveys were completed and the Data Research assistant is compiling the data into summary reports.
- Program Satisfaction Survey for Graduates Sum2014
- Workforce Solutions Credit Survey (Fa2012-Sp2014)
- Workforce Solutions Non-Credit Survey (Fa2012-Sp2014)
- Workforce Solutions Kids Programming Survey (Fa2012-Sp2014)
- Workforce Solutions CPR Course Evaluation (Fa2012-Sp2014)

The following surveys are underway:
- Tech Solutions Employee Satisfaction with Technician Survey Fa2014
- IR Employee Satisfaction with Data-Survey Requests Fa2014
- Program Satisfaction Survey for Graduates Fa2014
- Performing Arts Series Arts Education Programs Survey Fa2014
- GED Testing Participant Satisfaction Survey Fa2014
- Transfer Office Cash 4 College Workshop Evaluation Fa2014
- Admissions HCTC Recruiter High School Presence Survey 2014-15
- UCM Student Descriptive Survey Fa2014
- UCM Program Interest Survey 2014-15
- Student Resource Center Student Satisfaction Survey Fa2014
- Disability Services Participant Satisfaction Survey Fa2014
- Ready to Work Participant Satisfaction Survey Fa2014
- Student Support Services Participant Satisfaction Survey Fa2014
- Spanish Rosetta Stone Student Satisfaction Survey Fa2014
- Library Student Learning and Assessment Survey Fa2014
- Library Online Student Learning and Assessment Survey Fa2014

Program Reviews
Program coordinators completed their 2013-14 program review by October 1. The Deans completed their review by October 15. From October 16-31, the IEPR Assessment Coach

conducted a quality assurance review for all programs and requested revisions. Oral program reviews are scheduled for November 10, 12, 17, and 19, 2014 and IEPR staff will attend the presentations.

Job Placement for Technical Program Graduating Students
In late October in an effort to improve HCTC's job placement rate (and in conjunction with the new Career Services Center), the IR Office developed a new system to generate employer and job posting reports for each academic program's graduating students each fall and spring term using the *Burning Glass Labor Insight* software.   Specifically, the IR Data Research Assistant created three reports for each technical program which graduating students can use to help them find a job.

1. The number of job postings per employer within the last 3 and 12 months for the following 5 states: KY, VA, WV, TN, OH.
   Suggested use of report: Students can use this report to become familiar with the employers in their field who have posted jobs in the last 3 and 12 months. Some employers have numerous postings which indicates their need for employees. Students can research these companies on the Internet for current job postings.

2. The job title the employer is seeking, the employer name, and the location of the job within the last 3 months for the following 5 states: KY, VA, WV, TN, OH.
   Suggested use of report: Students can use this report to become familiar with the types of positions employers have posted within the last 3 months.

3. The job title the employer is seeking, the employer name, and the location of the job within the last 12 months for the following 5 states: KY, VA, WV, TN, OH.
   Suggested use of report: Students can use this report to become familiar with the types of positions employers have posted within the last 12 months.

Not only can students use these Burning Glass reports provided by IR, but students need to be made aware of the Kentucky Office of Employment and Training's Focus/Career website for job seekers. https://focuscareer.ky.gov/career/

IR strongly recommended to the program coordinators that graduating students register and create/upload their resumes (the Career Services Center should be contacted if students need assistance with resume preparation). Once the student's resume is in the system, the Focus/Career software (also from Burning Glass) matches job postings to their resume automatically. The student can set up email job alerts (daily or weekly) to receive notice of new employment opportunities.

TEDS 2014-15 Technical and Exploring Students
With the 2014-15 academic year, KCTCS is assuming a much larger role in the entire TEDS process. KCTCS the Summer 2014 import files and the IR Coordinator completed revisions by the required October 15 deadline. KCTCS imported the Summer files into TEDS by the end of

October. The IR Coordinator will be reviewing the Fall 2014 import files provided by KCTCS in late November/early December. The Spring 2015 import files will be reviewed by the IR Coordinator in late spring. Colleges are ultimately responsible for data quality and accountability.

Course Evaluations
Fall 2014 course evaluations will be conducted during the month of November 2014.

Community College Survey of Student Engagement (CCSSE)
The CCSSE Committee met on October 31. The IR Coordinator and IR Data Research Assistant prepared a combined 2010, 2012, and 2014 CCSSE-CCFSSE Gap Calculations report so the committee can identify items which continue to have large gaps between what the students reported (CCSSE) and faculty perceptions (CCFSSE). The IR Coordinator will continue to attend the CCSSE Committee meetings to provide assistance for their work.

Data Quality
Since the Fall 2014 KCTCS Census Date was October 31, the IR Coordinator is waiting to receive the final Excel file of Fall 2014 errors for which Admissions will need to provide explanations or verifications.

Data Dashboard for HCTC
IR staff held another the DSS Hazard College Dashboard training session for three additional users on October 31. Of the 72 users, 63 users (or 87%) were trained between April and October 2014; only 9 were not trained.

In October, the IR Data Research Assistant began using the quality assurance checklist she created to begin to make the necessary enhancements to each report on the DSS Hazard College Dashboard. The enhancements have been made to the three headcount dashboard pages.

New Peer Lists
On October 15, the IR Coordinator prepared two lists from the pool of SACS institutions for the President's Cabinet. One list had 24 SACS region institutions with the highest graduation rates while the other list had 25 SACS region institutions with the highest retention rates. The IR Coordinator advised President's Cabinet to choose between 20-25 institutions for the new HCTC National Peer Institutions List. On October 22, the President's Cabinet approved a list of 19 institutions. An institution was listed twice on the list by mistake, and the IR Coordinator contacted the Vice President of Student Services (to whom the IEPR unit reports) to identify another 20th institution for the list.

National Benchmarking
Unfortunately, many other tasks have taken priority over preparing the summary reports for the 2014 National Community College Benchmark Project and the 2014 National Community College Cost & Productivity Project (formerly known as the Kansas Study). The IR Coordinator is still determining a time to work on these reports for the President's Cabinet and others.

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Voluntary Framework of Accountability (VFA)
Unfortunately, many other tasks have taken priority over preparing the summary report for the VFA Year One data. The IR Coordinator is still determining a time to develop the report. A large component of the VFA is developmental education. The IR Coordinator will contact the Chair of the Developmental Studies Committee to ask if members would allow time in a future meeting for a data presentation/discussion.

CPE's Closing the Achievement Gap
For this project, HCTC will strive to improve the HCTC graduation rate of minority students using two strategies. Academic Services will improve the successful completion of minority students enrolled in MAT 55-65 by assigning a Math Mentor; this project is well underway for the Fall 2014 term. Student Services will implement a proactive outreach process for minority students by assigning a Student Services resource staff to make contact throughout term, ask if there are any issues/problems being incurred, refer students to appropriate student services, and help minority student navigate the college process; the Student Services staff member was named in October and is beginning their work. On November 3, 2014, the first Fall 2014 to Spring 2015 Retention Effort report will be prepared by IR, which will include a Minority tab. The Student Services staff member will use the Retention Effort report to follow up with any minority student who was enrolled in Fall 2014 to encourage their continued enrollment in Spring 2015. We will be expected to report on these strategies through the Diversity Plan Assessment Report due to KCTCS by November 20.

Veterans Success Initiative
For the new HCTC Veterans Success Initiative under the Retention Services department, a Student Services staff member entered the Veterans student group code in PeopleSoft for 38 Fall 2014 enrolled Veterans. IR staff will develop a set of DSS reports for this group of students.

On November 3, 2014, the first Fall 2014 to Spring 2015 Retention Effort report will be prepared by IR, which will include a Veterans tab. Retention Services will use the Retention Effort report to follow up with any Veteran who was enrolled in Fall 2014 to encouragement their continued enrollment in Spring 2015.

Continued Data Tracking on QEP Cohorts
Even though the QEP Impact Report was submitted to SACS in August of 2012, data tracking activities still need to be completed on one QEP first-time student cohort. When Fall 2014 grades are posted, we can determine how many Spring 2012 cohort students earned a credential. This is the last tracking activity that needs to be completed before all data tracking is finished for the cohorts in the first HCTC QEP (Fall 2007-Spring 2012).

First-Time Student Data Tracking
On October 31, 486 first-time students were enrolled for Fall 2014. This is the lowest number of first-time students for a fall term. Usually, HCTC averages between 500-575 first-time students in a given fall term. IR staff has yet to begin any tracking activities for this new group.

IV. SACSCOC

Quality Enhancement Plan (QEP) Development Team
In Spring 2014, the QEP Development Team selected "Orientation/First Year-Experience Course" as the next QEP topic. The Director of IEPR, also the QEP Development Team Chair, conducted two QEP Development Team meetings on October 3 and October 24. The QEP Development Team began conducting, reviewing, and discussing best practice research on the topics of orientation and first-year experiences courses. All best practices research has been uploaded to the QEP Development Team SharePoint site.